

## **CODE OF ETHICS**

This Code of Ethics is the policy of Northern Lehigh Recreation Authority (NLRA) and expresses fundamental values. Accordingly, this code guides the conduct of all employees and representatives of the NLRA and is extended to foster an environment that promotes ethical conduct in carrying out their responsibilities. NLRA staff have a personal commitment to integrity in all circumstances that benefits each individual as well as the organization. NLRA employees respect and seek out the truth and avoid misrepresentation; ensure fairness and objectivity in all activities; set an example, as employees of a leading non-profit organization, for high standards of professionalism; honor the right of privacy of all people, including co-workers, contributors, and beneficiaries; promote public confidence in philanthropic institutions.

### **PROFESSIONAL EXCELLENCE**

As an employer, NLRA promotes professional excellence and encourages open and honest communication among all employees to create an atmosphere conducive to personal growth and career development.

#### *NLRA's management:*

- ☐ Encourages employee development and communicates with personnel to help them achieve their goals and increase their self-esteem through job enrichment.
- ☐ Evaluates employees on a fair and consistent basis so that all employees know what is expected of them and how they are progressing toward fulfilling expectations.
- ☐ Shows respect and empathy for employees, and is considerate while being mindful of managerial responsibilities.
- ☐ Regularly solicits and respects the opinions of all employees.

#### *NLRA employees:*

- ☐ Strive to meet performance standards at the highest levels.
- ☐ Encourage growth and self-improvement in themselves and their co-workers.
- ☐ Exhibit respect for co-workers and all those with whom they come in contact.
- ☐ Have the courage to face situations squarely and offer a minority opinion when necessary.
- ☐ Examine all alternatives with the understanding that the easiest action is not always in the best interest of the organization.
- ☐ Comply with all legal requirements concerning substance abuse.
- ☐ Comply with all other laws and regulations affecting the organization and their personal obligations.
- ☐ Discuss any questions concerning interpretations or compliance with the code of ethics with their manager or other designated person.
- ☐ Refuse to engage in or tolerate any fraud, misuse, abuse, or waste of NLRA resources.
- ☐ Encourage the reporting of breaches of the Code and protect those who report.

### **ACCOUNTABILITY AND EFFICIENCY**

NLRA has responsibilities to its customers, which include its donors, its agencies, and other stakeholders. These customers have placed faith in the NLRA. To uphold this trust, NLRA employees:

- ❑ Make full and fair disclosure of information to customers, who have a right to know how their dollars are spent.
- ❑ Spend customers' money wisely, efficiently, and objectively.
- ❑ Are good stewards of membership fees, grants, and other contributions that are utilized by NLRA to pay operating expenses, salaries, and employee benefits, and refrain from allowing expenditures of NLRA funds that by their nature or amount do not directly advance NLRA's mission.

### **RESPONSIBILITIES TO VOLUNTEERS**

Volunteers who serve NLRA through its Board of Directors or otherwise are crucial to the success of NLRA. In order to assist volunteers to serve effectively and to obtain satisfaction from their service, NLRA managers and employees:

- ❑ Support volunteers so they can perform to the highest level of their contribution and personal satisfaction.
- ❑ Treat all volunteers with fairness, equity, and respect, providing appropriate mechanisms for their views and interests to be expressed.
- ❑ Involve volunteers at appropriate levels and phases of the decision-making process.
- ❑ Assist in the development and the understanding of the roles of volunteers and employees, respectively; set clear standards of performance for volunteers and appropriately recognize their contributions.

### **RESPONSIBILITIES OF VOLUNTEERS**

Volunteers also represent NLRA and set examples through their ethical conduct and professionalism. Volunteers:

- ❑ Review NLRA's Code of Ethics and ensure that they adhere to the spirit of the Code when making policy or otherwise managing the affairs of the organization.
- ❑ Do not knowingly take any action or make any statement to influence the conduct of NLRA in such a way as to confer any financial benefit on such volunteers, their immediate family members, or any organization in which they or their family members have a significant interest as stockholders, directors, or officers.

In the event that there comes before the Board of Directors a matter for consideration or decision that raises a potential conflict of interest for any member of the board or the committee, the member shall disclose the potential conflict of interest as soon as he or she becomes aware of it, and shall withdraw from the meeting room during discussion, review, and voting in connection with the matter. The disclosure and withdrawal shall be recorded in the minutes of the meeting; and annual disclosures of potential conflicts shall be filed with the board by each member.

### **VENDOR RELATIONS**

Vendors are treated fairly to avoid favoritism or appearances of impropriety. NLRA:

- ❑ Affords vendors the opportunity to offer or qualify their products or services on a competitive basis.
- ❑ Conducts competitive bidding in a fair and professional manner.



- ❑ Purchases all products and services under its purchasing policy procedures, which adhere to this Code of Ethics.

### ***EQUAL OPPORTUNITY***

NLRA is an equal opportunity employer. NLRA employees:

- ❑ Respect and treat all co-workers and all other individuals without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.
- ❑ Support affirmative action and equal opportunity programs throughout NLRA.
- ❑ Refuse to engage in or tolerate in others, any form of sexual harassment, as provided in the organization's policy against sexual harassment.
- ❑ Strive to create an environment conducive to professionalism.

### ***CONFLICT OF INTEREST***

To avoid even the appearance of a conflict of interest which would tarnish the image of the organization and undermine the public's trust, NLRA employees:

- ❑ Must be conscious of the nature of their non-work involvement and of the impact that this non-work involvement might have on our stakeholders, given the unique nature of NLRA, its high visibility, and the importance to people in need that NLRA be successful. Accordingly, prior approval from the president should be obtained before advocating on behalf of any social issue or cause or running for public office or publicly endorsing political candidates as a NLRA representative.
- ❑ Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of NLRA, including involvement with a current or potential NLRA vendor, grantee, or competing organization, unless disclosed to and deemed to be appropriate by the employee's supervisor.
- ❑ Refrain from participating in or influencing any decision or other action of NLRA that could result in a direct benefit to his or her family or any organization with which the employee is materially affiliated.

### ***PERSONAL GAIN***

No employee should accept any gratuity or favor for doing his or her job. NLRA employees:

- ❑ Do not solicit or accept gratuities, gifts, or favors, other than promotional gifts of nominal value, for themselves or their families, in violation of the NLRA policy on gifts.
- ❑ Do not accept food, transportation, lodging, or entertainment unless directly related to NLRA business.
- ❑ Do not use NLRA resources for personal gain.

### ***TRAVEL, ENTERTAINMENT, AND RELATED EXPENSES***

Travel, entertainment, and related expenses are incurred on a basis consistent with the mission of NLRA.

## **OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES**

Employees ensure that outside employment and other activities do not interfere with their responsibilities within NLRA and do not adversely affect NLRA. Employees are encouraged to inform their supervisors of any significant outside activities. Employees do not use NLRA resources to facilitate any outside employment or other activity.

## **FAVORITISM**

Favoritism based on family or close personal relationships is unfair to other employees. The appearance of favoritism is easily perceived, even in some cases of friendship that otherwise are harmless. Accordingly:

- ☐ Persons related to NLRA employees by blood or marriage are not employed except under special circumstances that are clearly in the best interest of NLRA and are disclosed immediately to the Board president.
- ☐ NLRA employees do not supervise or exercise management authority over staff with whom they have a relationship that adversely affects impartiality.
- ☐ NLRA employees consider the nature and appearance of their relationships with other employees to ensure that their decisions and actions are fair to all staff.
- ☐ NLRA employees with decision-making authority do not improperly influence the selection of consultants or service providers who are, are affiliated with, or employ, or are employed by, a person with whom they have a relationship that adversely affects impartiality.

## **SOLICITATIONS**

NLRA employees are not subjected to outside solicitation. Further, employees are free from unwarranted interruptions in the form of solicitations from other employees, in order to concentrate on work. NLRA employees:

- ☐ Do not solicit or distribute literature for purposes inconsistent with the NLRA mission on NLRA premises.
- ☐ Do not use NLRA working time for non-NLRA purposes.
- ☐ Are never required to contribute or respond to a solicitation for fear that their response will be a factor in their career standing.

## **CONFIDENTIAL INFORMATION**

Confidentiality is a hallmark of professionalism. NLRA employees:

- ☐ Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- ☐ Ensure that all non-public information of other persons or firms acquired by NLRA personnel in dealing with outside firms on behalf of NLRA is treated as confidential and not disclosed.

## **DISCLOSURE**

NLRA employees and representatives are encouraged to disclose any perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to a supervisor, to the director of operations, or to the president. Any reported breaches will be investigated and appropriate action, if needed, will be taken. Confidentiality will be maintained for the employee



disclosing the breach, unless the matter raises serious legal implications. In such instances, the employee disclosing the breach, will be notified. NLRA management will not take any action against employees solely for disclosing perceived breaches of the code. NLRA encourages all employees to be prompt, open, and forthright in reporting perceived breaches of the Code of Ethics.

This Code of Ethics is annually examined, updated, and restated through a joint effort of the board and staff representatives, and is approved by NLRA's Board of Directors.